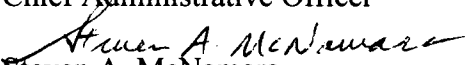


Office of Inspector General  
U.S. House of Representatives  
Washington, DC 20515-9990

MEMORANDUM

TO: James M. Eagen III  
Chief Administrative Officer

FROM:   
Steven A. McNamara  
Inspector General

DATE: November 3, 2003

SUBJECT: Configuration Management Controls in the Office of the Chief  
Administrative Officer (Report No. 03-CAO-06)

This is our final report on configuration management controls in organizations of the Chief Administrative Officer (CAO). The objective of this audit was to review the effectiveness of configuration management practices employed within CAO offices. Although CAO organizations have begun to develop and implement sound configuration management practices; the work is not yet complete. In this report, we identified areas for improvement and made specific recommendations for corrective actions.

In response to our August 7, 2003 draft report, your office concurred with our finding and recommendations. The September 10, 2003 management response is incorporated in this final report and included in its entirety as an appendix. The corrective actions taken and planned by your office are appropriate and, if fully implemented, should adequately respond to the recommendations. Further, the milestone dates provided for implementing corrective actions appear reasonable. **This report, which includes a discussion of overall issues and recommendations, is confidential and should not be released to anyone other than auditee management, except by approval of the House Office of Inspector General.**

We appreciate the courtesy and cooperation extended to us by your staff. If you have any questions or require additional information regarding this report, please call Christian Hendricks or me at (202) 226-1250.

cc: Speaker of the House  
Majority Leader of the House  
Minority Leader of the House  
Chairman, Committee on House Administration  
Ranking Minority Member, Committee on House Administration  
Members, Committee on House Administration